



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

APR 02 2010

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL
AND READINESS

SUBJECT: Defense Advisory Committee on Women in the Services (DACOWITS)

Your request to amend DACOWITS' current charter and to renew the committee is approved. A notice will be published in the Federal Register announcing the Department's intention to amend and renew the Committee's charter. My Advisory Committee Management Officer (ACMO), pursuant to 41 CFR § 102-3.70, will formally file the Committee's amended and renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Ensuring that the DACOWITS' Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Committee fully comply with all appropriate federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Committee and its membership;
- (d) Ensuring that the Committee members are appointed according to DoD policy, and that they do not serve on the Committee until all personnel and ethics paperwork has been processed by the appropriate offices;
- (e) Ensuring that neither the DACOWITS nor its membership is unduly or inappropriately influenced by federal employees or any special interest; and
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you should have any questions, please contact my ACMO, Mr. Frank Wilson, at (703) 601-6100 or his deputy, Mr. Jim Freeman at (703) 601-6128.

Michael L. Rhodes
Director